



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT INTERGOVERNMENTAL POLICY DIVISION

MEMORANDUM

To: Local Chief Executive Officials and Chief Financial Officers

From: Sandra M. Huber, LoCIP Program Coordinator
Intergovernmental Policy Division

Date: March 28, 2013

Subject: ***2013 Local Capital Improvement Program (LoCIP) Guidelines***

The ***2013 Local Capital Improvement Program (LoCIP) Guidelines*** packet is available on the internet only. As with previous Guidelines, the following is provided:

- A listing, by community, of all certified LoCIP entitlements for 2013. Also included is a column entitled "Available 3/2013" which includes the new 2013 entitlement plus any undesignated LoCIP entitlements remaining from previous years.
- The latest LoCIP Authorization/Expenditure (A/E) form which is required to be filed with any LoCIP authorization and/or reimbursement request.
- An updated copy of the Connecticut General Statutes sections (7-535 through 7-538) that relate to the LoCIP program.
- A question and answer section that covers the most frequently asked questions relating to the LoCIP program.

Please use the Authorization/Expenditure (A/E) form when requesting authorization or reimbursement. Be sure to provide the name, title, and contact information of the LoCIP contact person for your municipality when requesting authorization and/or reimbursement. This is the person to whom all program correspondence will be addressed.

Remember to provide expenditure documentation for items or services for which you request LoCIP reimbursement with your reimbursement request: copies of cancelled checks or a list of checks issued, the date, vendor, a description of the items or services provided and amount.

Please note legislation that passed in the December 2012 Special Session allows "building security systems, including schools" in the list of eligible LoCIP projects, effective upon the Governor's signature December 20, 2012. If there is a need to modify LoCIP Guidelines following adoption of the State Budget for the FY 2014-FY2015 Biennium, OPM will provide such update at the appropriate time.

If you have questions or comments concerning the LoCIP program, please contact me at (860) 418-6293 or e-mail me at: sandra.huber@ct.gov Thank you.